

**DATE:** November 3, 2004

**TO:** County Emergency Management Directors

**FROM:** Dan Wenborne, State Exercise Officer

**SUBJECT: Course Recruitment: LEADERSHIP AND INFLUENCE (G240)**

The Wisconsin Division of Emergency Management will sponsor the Federal Emergency Management Agency training course entitled **Leadership and Influence (G240)** beginning **January 26-27, 2005** at **Volk Field, WI**. The course will begin at **8:00 a.m.** on Wednesday, January 26<sup>th</sup>, and conclude at approximately **4:00 p.m.** on Thursday, January 27, 2005. Dress is casual.

The purpose of this course is to give people attending the ability to lead and influence others in the demanding setting of emergency management by increasing their range of skills in a variety of interpersonal areas: conflict management, use of power, and group dynamics, as well as leadership and influence. People who would benefit most from this course includes local emergency program managers, fire service, law enforcement, public works, public health, elected and appointed officials, volunteers, and other first responders.

We are requesting that you recruit attendees from within your emergency management community to include: Municipal and County Emergency Management Directors and Program Assistants, Police, Fire, Military and Emergency Medical Service personnel with responsibility for either planning, training, or command, elected and appointed officials, representatives from Public Works, Highway Dept., public utilities, hospital and nursing home staff with planning, training and/or security responsibilities, representatives from private industry, as well as volunteer agencies and police, fire, Emergency Medical Service and nursing instructors from local colleges, technical colleges and universities.

For those people traveling more than **50-miles one way**, and do not wish to commute, **we will make reservations** for participants at Volk Field, WI. Wisconsin Emergency Management will pay for lodging (*for those traveling 50-miles or more*) and meals for all participants; however, the cost of travel and any other incidental costs associated with your stay is a local responsibility. Additional administrative information will be provided in letters of confirmation to be sent when the course roster is finalized.

Please have prospective participants complete the attached registration form, and return the form to your Regional Office no later than **DECEMBER 26, 2004**.

Thank you for helping us to bring emergency management training to your community. If you have questions, or need further information, please call your Regional Director, Lisa Olson-McDonald at (608) 427-1794.

Encl: Registration Form

c: WEM Management Staff  
Regional Offices  
Hazardous Materials Response Teams  
Bob Klinger  
Lisa Olson-McDonald

**REGISTRATION INFORMATION**

**LEADERSHIP AND INFLUENCE - (G240)**

**JANUARY 26-27, 2005**

**VOLK FIELD, WI**

*Please complete the information below and send it to your County Director before December 23, 2004. County Directors must submit this registration to their Regional office no later than December 24, 2004. Due to the demand for emergency management training, we recommend that you submit your applications as soon as possible. (Reproduce this sheet locally for additional people.)*

*(print clearly)*

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

*(MUST BE PROVIDED TO REGISTER)*

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTY \_\_\_\_\_

WORK PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

E-MAIL \_\_\_\_\_

**State Privacy Provision**

**Authorization:** Wisc Stats 166.03 and E.O. 9397.

**Disclosure:** Disclosure of personal information is voluntary; however, nondisclosure may result in delay in processing your application. **Secondary Purpose:** In accordance with Wisconsin Privacy Provision 15.04(m) Wisc Stats, the personal information you provide may be used for purposes other than for which it was collected

**LODGING INFORMATION**

\_\_\_\_\_ I live more than 50 miles away and don't need a room.

\_\_\_\_\_ I live over 50 miles away; please reserve a room for the following nights:

**(Please circle the appropriate nights)**

**TUESDAY, JANUARY 25, 2005**

**WEDNESDAY, JANUARY 26, 2005**

**Do you require any special accommodations for a physical disability?**

**Signature of County Director** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Region Director** \_\_\_\_\_ **Date** \_\_\_\_\_